



FRANKLIN COUNTY MUNICIPAL COURT
375 South High St.
Columbus, Ohio 43215-4520
(614) 645-8214

EMPLOYMENT OPPORTUNITY

JOB TITLE: Certified Peer Support Specialist (CPSS)
(Contracted-Only Position-two positions for Recovery Court and h.a.r.t dockets)
DEPARTMENT: Specialized Docket
REPORT TO: Specialized Docket Manager
STARTING SALARY: \$25/hour to include mileage
HOURS: 25 hours per week (flexible)
POSTED: July 23, 2021
DEADLINE: until position is filled

GRANT FUNDED: Classification - Limited employment, appointment to and continued services in this position is subject to the cessation of grant funding from the U.S. Department of Justice Bureau of Justice Assistance. These are grant-funded position and are not part of the Court's general operating budget, ongoing funding for these position is dependent upon the continuation of the grant or identification of other external funding resources. Grant period ends Sept. 30, 2023.

JOB OVERVIEW

The Court operates five specialized dockets which have received final certification from the Supreme Court of Ohio Commission on Specialized Dockets. Each docket has received certification after submitting written materials and undergoing a site review to ensure that statewide, minimum standards are met. The Specialized Dockets hold criminal offenders accountable while helping them to receive comprehensive treatment and services, which leads to a reduction in recidivism and an increase in community safety.

The Mental Health Program was created in April 2004 better serve criminal defendants who are impacted by severe mental illness and who have pending cases before the Court.

The Changing Actions to Change Habits program was created in 2009 to better serve criminal defendants who have been charged with misdemeanor solicitation, and/or loitering to solicit, Participants may have severe depression, post-traumatic stress disorder, or other mental illnesses and may be dependent on alcohol and/or drugs. Because many of the participants have been the victims of human trafficking, CATCH focuses on the trauma experienced by participants.

The Alcohol and Drug Addiction Program, now Recovery Court, was created in May 2009 to better serve criminal defendants who are dependent on drugs and/or alcohol and who have pending legal issues before the Court. The Opiate Extension Program (now h.a.r.t., Helping to

Achieve Recovery Together) was developed in 2012 to accompany Recovery Court and address the needs of criminal defendants who are dependent on opiates. In 2014, h.a.r.t. became an independent specialized docket program.

The Military and Veteran Service program was created in April 2012 to better serve criminal defendants who have severe mental illness, chemical dependency, and criminogenic factors, all of which impact their ability to access and navigate services afforded to them because of their military involvement after they are charged with a misdemeanor offense.

The overall goal of each specialized docket program is to decrease the number of jail nights and new summons that participants receive by diverting them to clinically appropriate treatment options. The specialized dockets are designed to provide intensive supervision to program participants through a collaborative team process.

Based on the nature of the CPSS position, individuals may be asked to work in a variety of settings to maintain consistent contact with the assigned peer including office, community, correctional facility and/or transitional living environment. The CPSS would work in close collaboration with the Specialized Docket treatment team.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. The CPSS shall function as a role model using their personal experiences to develop meaningful and trusting relationships with individuals referred to the specialized docket identified as needing additional peer support.
2. Assists in coordinating the logistics of participant engagement including but not limited to providing transportation, managing follow up appointments, and working with all members of the treatment team.
3. Support participants in achieving personal independence and the development of life skills and empowerment skills such as self-advocacy.
4. Conduct outreach efforts in the community to engage potential participants and educate the community on available resources.
5. Works to build a community of both participants and staff that is supportive and conducive to participant growth and recovery. They assist in the implementation of social activities and help create a positive environment for everyone.
6. Collaborate with various community organizations and resources to provide additional support for participants, particularly as they transition from treatment back into the general community. This can include continued healthcare, housing, job assistance, and additional treatment services as well as support in the task of finding or reintegrating with friends, family, and outside communities.

7. Assist with data collection and maintaining records to complete program reports as required by the grantor.
8. Provide updated information to Specialized Docket treatment team about participant progress, accomplishments, and challenges.
9. Participate in weekly treatment team meetings and status review hearings.
10. Attend and participate in monthly Specialized Docket staff meetings and individual supervision with Specialized Docket Manager.
11. Assist peer in gaining information and support from the community to develop mastery over their own recovery, to include but not limited to attendance in a variety of pro-social activities, Twelve Step and other recovery support groups, exposing them to treatment, other supportive services options and community resources, i.e. communities of recovery, educational, vocational, social, cultural, spiritual, life skills development opportunities.
12. Actively participate in professional development.
13. Perform other tasks as assigned.

PREFERRED QUALIFICATIONS INCLUDE:

1. Qualified CPSS must have at least one year of lived experience receiving behavioral health services for a confirmed mental health diagnosis and/or at least two years of sobriety for a substance use disorder.
2. CPSS must be in process of or have already obtained certification through the Ohio Department of Mental Health and Addiction Services as a Peer Recovery Supporter.
3. CPSS **must** be compassionate, patient, have excellent communication and interpersonal skills.
4. CPSS **must** have an understanding of the intersection of criminal justice, behavioral health and substance misuse.
5. Ability to self-direct the work and maintain consistent documentation of contacts with peers as directed by Specialized Docket treatment team.
6. Should be open to working with a diverse target population and respectful of cultural, socioeconomic, ethnic and racial differences including an understanding of trauma informed practices, implicit bias and systemic prejudice and discrimination.
7. Must have an understanding of and respect for each individuals' unique path to recovery and a demonstrated commitment to the recovery community.

8. Must be open to a non-traditional work schedule including evenings and weekends.

COURT EXPECTATIONS of Contract

In completing the duties and responsibilities of the position, the Court expects the contractor will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

APPLICATION PROCESS

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources Department that describes with some specificity how the applicant's qualifications match those required for the position.

The Municipal Court Judges' application is available at

<https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>

Applications may be completed and submitted on-line or by hard copy. Application materials should be submitted via e-mail to CourtHR@fcmcclerk.com.

Only those applicants invited for an interview will be contacted by telephone. Please do not contact or call the human resources office or any Court employee concerning your application. The Court's human-resources staff will do its best to notify you of your status as soon as possible.

As a part of the selection process, a candidate may be required to perform skills tests that could include exercises to test the candidate's writing ability, understanding of court systems, knowledge of legal terminology and procedures, and knowledge of Franklin County Municipal Court. Candidates who indicate knowledge of a second language or American Sign Language will be required to demonstrate those skills.

SALARY

\$25/hour to include mileage.

BENEFITS

This position does not include benefits as it is a contracted position.

AT-WILL EMPLOYMENT

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil service system and are not members of bargaining units.

EQUAL OPPORTUNITY EMPLOYER

The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.